

JOB DESCRIPTION
MURFREESBORO FIRE DEPARTMENT
ASSISTANT FIRE CHIEF

1. **JOB TITLE:** ASSISTANT FIRE CHIEF
2. **DEFINITION:** An Assistant Fire Chief is in charge of the Fire Prevention, Fire Suppression, or Operations Division. The employee is responsible for planning, organizing, managing, and directing activities of the Fire Department. These activities include directing employees in administration; supervising employees engaged in fire suppression, or fire prevention; performing and supervising training; supporting the maintenance of equipment and fire station; preplanning for fires; and, implementing departmental and city personnel policies. This position is responsible to the Fire Chief through the chain of command. All employees are responsible to the City Manager. This position is classified as Exempt for purposes of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
 - a. The employee must have the ability to safely operate a motor vehicle as well as some modern office equipment, including but not limited to computers, radios, typewriter, calculator, copier, fax, and multi-line telephone system.
 - b. Supervision of employees must be performed during all kinds of weather conditions and at locations throughout the city. Employee may be assigned to work a shift or to maintain specific working hours at any time. The employee travels frequently between the different fire stations and the Fire Administration building. The employee is exposed to extreme heat, smoke, hazardous chemicals, and falling materials. All City buildings and vehicles are smoke free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Coordinates with the Fire Chief and Deputy Chief on various operational and administrative matters.
 - b. Responds to major fire/rescue disasters and hazardous material emergencies and coordinates investigations of fires as needed.
 - c. Manages and inventories city owned equipment and makes purchases.
 - d. Manages the personnel programs, procedures, and records.
 - e. Manages the recruitment and hiring process for new applicants.

4. **ESSENTIAL FUNCTIONS OF THE JOB (Cont'd):**

- f. Plans, directs, coordinates, and delegates the daily operation of the fire department.
- g. Counsels and makes decisions on unusual and difficult problems encountered by subordinates.
- h. Investigates complaints from the public and employees and makes recommendations for resolution.
- i. Develops, recommends, and supervises implementation of approved general orders and policies regarding fire suppression in coordination with the Deputy Chief and Fire Chief.
- j. Creates accurate records and analyzes daily, monthly, and yearly reports.
- k. Coordinates with the Training Coordinator to determine training needs of personnel.
- l. Oversees fire prevention, public education, and safety programs.
- m. Coordinates with the Risk Manager for safety assessment.
- n. Coordinates ISO Assessment.
- o. Assists in preparation of Fire Department budget.
- p. Performs public speaking and conducts training classes.
- q. Serves as Incident Commander at major fires, emergencies, and natural disasters as appropriate.
- r. Sits, stands, stoops, walks and climbs intermittently.

5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Performs various administrative activities for the Department.
- b. Performs other duties and special projects as assigned.

6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- a. Must possess ten (10) years experience in a full time paid fire department; experience at the rank of Officer or above is preferred. A combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position is required; Bachelor's degree in Business or Public Administration is preferred.
- b. Must be certified by the State of Tennessee as an Officer I and Instructor I.
- c. Must have legal authorization to work in the United States.
- d. Must possess a driver's license valid in the State of Tennessee.
- e. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to any felony charges, or misdemeanor charges involving violence, theft, or arson.
- f. Must not have been convicted of, pleaded guilty to or entered a plea of nolo contendere to DUI or to misdemeanor charges involving drugs during the past five years.

- g. Must submit to and pass a drug and alcohol screening.
- 6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont'd):**
 - h. Knowledge of City and Departmental personnel policies, procedures and regulations, and ability to enforce them.
 - i. Knowledge of the laws regarding employee health and safety, including Occupational Safety and Health provisions.
 - j. Knowledge of the principles and practices of modern fire administration, operations, supervision, and fire suppression.
 - k. Knowledge of fire and building codes.
 - l. Knowledge of ISO requirements.
 - m. Knowledge of hazardous materials incident response.
 - n. Knowledge of the Murfreesboro water distribution system.
 - o. Knowledge of geographic area of the city.
 - p. Human relation skills with the ability to communicate courteously and effectively with the public and members of the department.
 - q. Ability to respond and act as Incident Commander at a fire scene.
 - r. Ability to understand the responsibility of all Fire Department officers of the City of Murfreesboro.
 - s. Ability to exercise good judgment in evaluating situations and making decisions.
 - t. Ability to analyze and resolve complex and sensitive problems.
 - u. Ability to make financial and budgetary decisions.
 - v. Ability to perform variety of tasks simultaneously or in rapid succession.
 - w. Ability to coordinate, delegate, and negotiate.
 - x. Ability to express ideas clearly and concisely, orally and in writing, to groups and individuals.
 - y. Ability to plan, direct, and supervise the work of others.
 - z. Ability to coordinate work with other City departments and organizations.
 - aa. Ability to report for work on time and perform the duties of the job for a complete workday or shift.
 - bb. Ability to write bid specifications.

Date 11/21/00
Exempt
Safety Sensitive